

**V a c a n c y   A n n o u n c e m e n t****POSITION:** Maintenance Worker, WG-4749-8**NUMBER OF VACANCIES:** 1 full-time Position**TYPE OF APPOINTMENT:** Permanent**POSITION DESCRIPTION:** 1196**SALARY RANGE:** \$18.05 to \$21.06 per hour**NOTE 1:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 2:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion**NOTE 3:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 4:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 5:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center in a patient care position who is tentatively selected.**NOTE 6:** This is a Bargaining Unit position.**TOUR OF DUTY:** Position is Monday-Friday, 7:30 am to 4:00 pm. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Facilities Management Service, Portland, Oregon; however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**AREA OF CONSIDERATION:** Applicants will be considered in the following order: **First consideration** will be given to career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are employees of the Willamette National Cemetery, Regional Office and Veterans Outreach Center. **Second consideration** will be given to employees of other VA facilities; and **Third consideration** will be given to employees with competitive status outside the VA i.e., those with transfer or reinstatement eligibility. Veterans Recruitment Eligibles will be considered concurrently with applicants in this consideration. The VRA (Veterans Recruitment Appointments) is a special hiring program for:

1. Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized;
2. Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which an Armed Forces service medal was awarded;
3. Recently separated veterans, meaning veterans last separated from active duty within the last three years; and
4. Disabled Veterans with a service-connected disability.

Also, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply under the third consideration (Veterans Employment Opportunities Act (VEOA))

**Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent of this position serves as a maintenance worker helper/zone engineer completing minor building maintenance. Tasks and performs sanitation duties (when required) throughout their designated areas of the hospital for the Facilities Service Line. Primary Purpose: Incumbent is responsible for a variety of work primarily involving basic carpentry, plumbing, assembly, and installation of furnishings, signage, and similar items, included in the maintenance and repair of building interiors. May receive, store, handle, and issue supplies, materials and equipment. Routes and expedites movement of parts, supplies and materials in production and repair facilities. Schedules maintenance and repair work for the facility. May receive, store, issue, sign out and check tools, equipment, shop supplies and repair parts used by installation shop workers and mechanics. Receives detailed and specific oral and written instructions. Completes repeated assignments with little review. Supervisor explains methods and procedures for new assignments. Reports unusual problems to supervisor. Issues, repairs and inventories tools, parts, and equipment in stock. Uses simple hand tools for maintaining and repairing tools and equipment in stock. Replaces handles, changes blades, greases and oils powered equipment, and performs other similar maintenance tasks. Dismantles, repairs, aligns, overhauls and installs general non-production industrial plant machinery, equipment and systems. Receives assignments from supervisor or higher graded worker. Works from simple plans, sketches, or detailed specifications. Determines proper standardized methods, techniques and procedures required for routine tasks. Repairs parts and simpler components and assemblies. Cleans and repairs simple mechanical hospital furniture and equipment. Carries out routine preventative maintenance program for general hospital equipment. Installation, maintenance, troubleshooting, and repair of electrical wiring systems and associated fixtures, controls, and equipment in industrial, institutional, office, and residential buildings. Removes, replaces, tightens, splices, solders, and insulates defective wiring, controls, equipment and fixtures. Makes repairs to defective parts of utility, supply, and disposal systems. Hooks new items up to existing systems such as water heaters, disposal units and faucets. Repairs plumbing systems. Performs interior and exterior building operations, repair, and maintenance work. Uses tools and equipment such as scrapers, wire brushes, putty knives, sandpaper, paintbrushes, rollers, and spray guns. Operates and maintains equipment. Cleans building interiors and exteriors.

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualifications Standards for WG-4749 series apply and may be reviewed in the Human Resources Management Division office. A specific length of training and experience is not required, but the incumbent must show evidence of training and experience of sufficient scope, quality and in the ability to do the work of a Maintenance Worker.

(OVER)

**Rating Factors:** *On a separate separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position:* **1.** Ability to do the work of the position without more than normal supervision (screen-out element). **2.** Knowledge of equipment assembly, installation, repair, etc. **3.** Technical practices (theoretical, precise, artistic). **4.** Ability to interpret instructions, specifications, etc. (includes blueprint reading). **5.** Ability to use and maintain equipment. **6.** Knowledge of materials.

**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

**HOW TO APPLY (First Considerations):** In order to be considered for this vacancy, **interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment**, to be received in Human Resources Management Division (P4HRMS) no later than 4:30 p.m. on the closing date of this announcement. **Applicants are responsible for completing and submitting VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar day after the closing date of the position.** VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also due 7 calendar days after the closing date. These forms are available in Human Resources Management Division.

**HOW TO APPLY (Second and Third Consideration Applicants):** You may submit [OF 612 \(Optional Application for Federal Employment\)](#), a resume, or other written format (i.e., SF-171). **(REQUIRED)**. If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Division by the closing date:

- a. [OF-306, "Declaration for Federal Employment"](#). **(REQUIRED)**
- b. On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. **(REQUIRED)**
- c. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- d. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- e. [SF-15, "Application for 10-point Veteran Preference"](#) (with required documentation for proof). (if applicable)
- f. Appropriate proof of ITCAP eligibility. (if applicable)

#### **HOW TO OBTAIN FORMS:**

Forms are available online at [www.va.gov/portland/hr](http://www.va.gov/portland/hr)

#### **In Portland:**

VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 100, Rm 6C-12)  
Portland, OR 97239. Phone # (503) 273-5236

#### **If Mailing:**

VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement or postmarked on or before the closing date. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

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